Approved For Release 2002/01/08: CIA-RDP83B00823R000900070012-6 Administrative - Internal Use Only

20 May 1975

MEMORANDUM FOR: Chief, Administration & Training Division

ATTENTION Chief, Policy and Plans Group

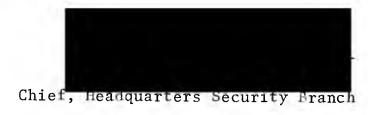
SUBJECT Request for Publication of Employee Notice

It is requested that your office take the necessary action to have the attached draft of an Employee Notice published and distributed. The notice pertains to the annual summer combination changing program which is performed primarily by "Summer Only" employees. The time expended while repeatedly explaining the program to office occupants in previous years identified the desirability of publishing this notice in advance.

Should questions arise or additional information be desired, please contact the Chief, Security Services Section

on extension

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This Notice Expires 1 October 1975

SECURITY

HN May 1975

ANNUAL LOCK COMBINATION CHANGE PROGRAM

- 1. The Office of Security will change the combination of locks on Agency safes, vaults, and secure area doors in the Headquarters area from 1 June to 30 September 1975. As in the past, custodian envelopes will be sent to offices several days before the arrival of a lock combination changing crew. Employees can assist in this program as follows:
 - a. Before the changing crew arrives, fill out the form printed on each custodial envelope and prepare a list of current lock combinations.
 - b. While the crew is in your office, verify new combinations by opening the locks and list the new combinations on an office record.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES

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	ROUTIN	G AND	RECOR	D SHEET
SUBJECT: (Optional)				1971
Draft HN Concern	ning An	nual L	ock Com	mbination Change Program
FROM:			EXTENSION	NO.
Charles W. Kane Director of Securi	ity		·	DATE STAT
TO: (Officer designation, room number, and building)	DATE		OFFICER'S	COMMENTS (Number each comment to show from who
	RECEIVED	FORWARDED	INITIALS to v	to whom. Draw a line across column after each comment
Chief, Regulations Control Branch			·	It is requested that you
2.				take appropriate action to coordinate and publish the attached draft Head- quarters Notice concerning Annual Lock Combination Change Program.
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